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County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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MICHAEL D. ANTONOVICH
Fifth District

December 20, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO APPROVE AN AMENDMENT
TO THE CONTRACT BETWEEN LOS ANGELES COUNTY AND
THE LOS ANGELES HOMELESS SERVICES AUTHORITY FOR
SERVICES TO HOMELESS CalWORKs FAMILIES (CONTRACT #75159)
(ALL DISTRICTS - 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Director of the Department of Public Social Services (DPSS), to execute an amendment substantially similar to Attachment A to extend the existing contract (Contract #75159) with the Los Angeles Homeless Services Authority (LAHSA), for six months, from January 1, 2006 through June 30, 2006, to continue providing outreach and emergency shelter services to homeless CalWORKs families at an estimated cost of \$1,500,000.
2. Delegate authority to the Director of DPSS, to authorize the use of \$1,900,000 of Performance Incentive-net County cost (PI-NCC) funds identified as uncommitted for the Transitional Subsidized Employment (TSE) program to be used during FY 05-06 to sustain the Emergency Assistance to Prevent Eviction (EAPE) and the Moving Assistance (MA) programs for the non-Welfare-to-Work (WtW) CalWORKs participants.

There is no additional net County cost (NCC) after the required CalWORKs Maintenance of Effort (MOE) is met. The approval of the Chief Administrative Office (CAO) and County Counsel as to form will be obtained prior to executing such amendment.

"To Enrich Lives Through Effective And Caring Service"

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The current contract with LAHSA for outreach and emergency shelter for homeless CalWORKs families expires December 31, 2005. On September 13, 2005, your Board delegated authority to the DPSS Director to amend Contract # 75159 with LAHSA to increase the contract amount by no more than \$750,000 for the period of October 1, 2005 through December 31, 2005, to be allocated by Supervisorial District based on CalWORKs caseload density.

The reason for this approach is, at that time, it was uncertain whether there would be sufficient CalWORKs Single Allocation funding available in FY 05-06 to continue all or some of the services. Your Board was informed that once the FY 05-06 State Budget was adopted and our CalWORKs Single Allocation was known, it would be possible to assess the availability of funding for the rest of FY 05-06. In the interim, in order to sustain existing services, your Board authorized funding the services through December 31, 2005.

With the adoption of the State Budget and the State's allocation of CalWORKs Single Allocation funding, DPSS has determined that there is sufficient funding to sustain LAHSA's outreach and emergency shelter services through June 30, 2006 at a cost of \$1,500,000.

Additionally, there are adequate Single Allocation funds available to continue the Emergency EAPE and MA programs for DPSS' WtW CalWORKs participants; however, more PI-NCC funding will be needed to fund these programs to the end of FY 05-06 for CalWORKs families who are not part of the WtW program, such as families with no aided adult and families where the adult is exempt from WtW participation.

In May 2005, your Board approved that any PI-NCC funds not utilized by June 30, 2006, were to be allocated in FY 06-07 to sustain CalWORKs homeless prevention services to the extent those services cannot be funded through the CalWORKs Single Allocation. We have identified approximately \$1.9 million in PI-NCC funds that were allocated for the TSE program which will remain uncommitted this fiscal year as this program can be funded through available Single Allocation funds.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal #5: Children and Families' Well-Being: to improve the well-being of children and families in Los Angeles County as measured by the achievements in the five outcome areas adopted by the Board: good health; economic well-being; safety and survival; social and emotional well-being; and educational/workforce readiness.

FISCAL IMPACT/FINANCING

The maximum amount of the contract amendment is \$1,500,000. The cost of the amendment will be fully funded with CalWORKs Single Allocation. Funding for this contract is included in the FY 05-06 Adopted budget. There is no additional NCC after the required CalWORKs MOE is met.

The transfer of the \$1.9 million (PI-NCC) from the TSE program to the EAPE and MA programs will not have a fiscal impact, since these funds would otherwise remain uncommitted during FY 05-06. The PI-NCC funding for this program is included in the FY 05-06 Adopted budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

LAHSA subcontracts with community agencies countywide to provide emergency/transitional shelter to homeless families. The families must be aided on CalWORKs, and the adults on the case must be aided/time-limited and employed or participating in WtW activities (to qualify for Single Allocation funding). LAHSA has also teamed-up with staff from DPSS and the Department of Children and Family Services and the Department of Mental Health to seek out homeless families in Skid Row and connect them with available benefits and services.

This contract will not result in the unauthorized disclosure of confidential information and will be in full compliance with federal, State and County regulations. The contract includes a provision that allows automatic termination in the event sufficient funds are not available.

LAHSA's performance will be monitored to ensure that its quality of service continues to meet the contract requirements that were achieved in the previous contract. The contract includes provisions for performance standards/outcome measures.

The amendment has been reviewed and approved as to form by County Counsel.

The EAPE program was implemented as an intervention strategy to reduce homelessness for CalWORKs families. This program provides eligible CalWORKs families with rent and/or utility assistance for up to two months, or a maximum of \$2,000 per family to help prevent these families from losing their housing and becoming homeless. Families must be at risk of losing their housing because of non-payment of rent due to financial hardship, not for lease violations, and must demonstrate that they are experiencing a financial crisis (e.g., loss of a job), that could lead to homelessness if assistance is not given. In addition, they must provide proof of need.

The MA program was also implemented as an intervention strategy for CalWORKs families who are experiencing a financial hardship, or who are homeless or at risk of homelessness. This program provides a maximum of \$2,000 to pay the last month's rent, security deposit, utility turn-on fees, moving expenses, and up to \$450 to pay for a stove and/or refrigerator.

CONTRACTING PROCESS

There are no additional requirements for the amendment since it extends an existing Agreement.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This project and this contract will assist homeless CalWORKs families in locating emergency and permanent housing. The contract will not infringe on the rights of the County in relationship to its residents, and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

The continuation of the EAPE and MA programs will greatly benefit the non-WtW CalWORKs families in the prevention of homelessness.

CONCLUSION

The Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board Letter to the Director of DPSS.

Respectfully submitted,



Bryce Yokomizo
Director

BY:bf

Attachment

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

**AMENDMENT NUMBER SEVEN TO THE CONTRACT BETWEEN
COUNTY OF LOS ANGELES AND
LOS ANGELES HOMELESS SERVICES AUTHORITY**

Reference is made to the document entitled, "*Contract By and between County of Los Angeles and Los Angeles Homeless Services Authority*", dated December 14, 2004, and further identified as County Contract Number 75159, Amendment One, dated March 7, 2005; Change Notice One, dated June 16, 2005; Amendment Two, dated June 27, 2005; Change Notice Two dated, June 29, 2005; Amendment Three, dated June 30, 2005, Amendment Four, dated September 27, 2005; Amendment Five, dated September 29, 2005, and Amendment Six, dated October 31, 2005, hereinafter referred to as "Agreement".

WHEREAS, COUNTY and CONTRACTOR desire to amend the terms of Agreement to extend the term, expand the scope of work, and change the maximum obligation.

WHEREAS, on December 20, 2005, the County's Board of Supervisors delegated authority to the Director to amend the Agreement with the CONTRACTOR to extend the term from January 1, 2006 through June 30, 2006, to continue providing outreach and emergency shelter services to homeless CalWORKs families, at an additional Agreement amount of \$1,500,000.

Effective January 1, 2006, this Agreement is amended to read as follows:

A. Section III., TERM OF CONTRACT, is amended to read as follows:

The term of this contract shall commence December 15, 2004, or the day following Board of Supervisors' approval, whichever is later, and shall continue through June 30, 2006, unless sooner terminated or extended, in whole or in part as provided in this agreement.

B. Section V., CONTRACT PAYMENT, first unnumbered paragraph, is amended to read as follows:

The maximum amount of the Agreement is seven million six hundred eleven thousand one hundred nineteen dollars (\$7,611,119), as follows:

a. 12/15/04-06/30/05	Homeless CalWORKs Families Projects	\$1,151,119
b. 01/11/05-06/30/05	Outreach, Emergency Shelter and Services	\$1,560,000
c. 07/01/05-09/30/05	Outreach, Emergency Shelter and Services	\$ 750,000
d. 07/01/05-09/30/05	Homeless CalWORKs Families Projects	\$ 475,000
e. 10/01/05-12/31/05	Outreach and Emergency Shelter Services	\$ 750,000
f. 09/30/05-06/30/06	Homeless CalWORKs Families Projects	\$1,425,000
g. 01/01/06-06/30/06	Outreach and Emergency Shelter Services	\$1,500,000

C. Section V., CONTRACT PAYMENT, is amended to add the following paragraphs:

6. The maximum contract amount shall be one million five hundred thousand dollars (\$1,500,000), for the period of January 1, 2006 through June 30, 2006. Of this amount, up to one hundred twenty thousand dollars (\$120,000) shall be for CONTRACTOR's administrative costs, and up to one million three hundred eighty thousand dollars (\$1,380,000) shall be for outreach and emergency shelter services to be allocated by Supervisorial Districts based on the distribution of the CalWORKs caseload as follows:

1 st District	24%	\$316,800 for emergency shelter and \$60,000 for outreach
2 nd District	36%	\$475,200 for emergency shelter
3 rd District	11%	\$145,200 for emergency shelter
4 th District	16%	\$211,200 for emergency shelter
5 th District	13%	\$171,600 for emergency shelter

6.1 CONTRACTOR shall advise COUNTY in writing of any substantive deviations or reallocation of line item costs from CONTRACTOR's Budget. CONTRACTOR may, with the COUNTY's approval, reallocate funds among each of the major cost categories listed in Attachment B-7, Los Angeles Homeless Services Authority Budget Outreach and Emergency Shelter, not to exceed the total Agreement amount. CONTRACTOR shall submit a revised Budget with the request.

6.2 From January 1, 2006 through June 30, 2006, COUNTY shall reimburse CONTRACTOR's actual costs in arrears, for administration, outreach and emergency shelter, at an amount not to exceed one million five hundred thousand dollars (\$1,500,000). Of this amount, CONTRACTOR will use up to one hundred twenty thousand dollars (\$120,000) for administrative costs and one million three hundred eighty thousand dollars (\$1,380,000) to pay for direct services. CONTRACTOR'S total expenses for program administration and direct services shall not exceed one million five hundred thousand dollars (\$1,500,000). COUNTY shall pay the CONTRACTOR for services provided under this Agreement for actual costs incurred by CONTRACTOR as shown in Attachment B-7, Los Angeles Homeless Services Authority Budget Outreach and Emergency Shelter.

D. Section VI., INVOICING, Paragraph 8., is amended to add the following paragraph:

8. For outreach and emergency shelter from January 1, 2006 through June 30, 2006:

- E. Section VI., INVOICING, Paragraph 8.5., is amended to add the following subparagraph:

8.5.3 The final invoice shall be due no later than July 20, 2006. COUNTY shall not be liable for final invoice received more than twenty (20) calendar days following final invoice due date.

- F. Section VI., ADVANCES AND SETTLEMENTS, Paragraph 6., is deleted in its entirety and replaced with the following:

6. Outreach and Emergency Shelter

6.1 CONTRACTOR shall submit an invoice for an advance payment for outreach and emergency shelter for the period of July 1, 2005 through June 30, 2006 not to exceed two hundred fifty thousand dollars (\$250,000). COUNTY shall provide CONTRACTOR with advance funds for both operational/administrative services and payments in an amount not to exceed two hundred fifty thousand dollars (\$250,000).

6.2 COUNTY shall process the invoices, reconcile the advances and provide CONTRACTOR with funds to replenish the advance payment in order to ensure that the funds maintained on hand are equivalent to two hundred fifty thousand dollars (\$250,000), for the period of January 1, 2006 through June 30, 2006. The last advance payment request shall be made on the May 22, 2006 invoice.

6.3 COUNTY shall recoup all advances by June 30, 2006, by offsetting the advances from the CONTRACTOR's invoices. COUNTY shall provide CONTRACTOR with a notice of the recovery process providing the details of the recovery and the dates that all invoices must be submitted. If any additional recouping is necessary, CONTRACTOR shall pay COUNTY by cash payment within three (3) calendar days of the final determination by COUNTY of the amount of the payment.

6.3.1 Contractor shall return to the County any interest earned on advanced funds.

6.4 At the end of the Agreement, COUNTY shall recoup all advances by offsetting the advances from CONTRACTOR's final two months services' invoices. If any additional recouping is necessary, CONTRACTOR shall pay COUNTY by cash payment within thirty (30) calendar days of the final determination by COUNTY of the amount of payment.

- G. Attachment A, Statement of Work, Paragraph 5.1.10. A, is amended to read as follows:
 - A. Lead the Skid Row Outreach Team (SROT) and seek out and screen families in Skid Row to determine if they are homeless. The SROT consists of staff from DPSS, Department of Children and Family Services (DCFS) and Department of Mental Health (DMH).
- H. Attachment B-7, Los Angeles Homeless Services Authority Budget for Outreach and Emergency Services attached hereto shall be added to Agreement #75159 by reference.
- I. Attachment K-2, Outreach and Emergency Shelter Services Provider Per Diem Rate Structures attached hereto shall be added to Agreement #75159 by reference.
- J. All other terms and conditions of this Agreement shall remain in full force and effect.

The parties hereto have caused this Amendment Number Seven to be executed on this _____ day of _____ 2005.

COUNTY OF LOS ANGELES

By _____
Bryce Yokomizo, Director
Department of Public Social Services

Date

Mitchell Netburn, Executive Director
Los Angeles Homeless Services Authority

Date

APPROVED AS TO FORM:
RAYMOND G. FORTNER, JR., COUNTY COUNSEL
By Vicki Kozikoujekian, Senior Deputy County Counsel

BUDGET SUMMARY

Effective January 1, 2006 through June 30, 2006

PROJECT NAME: OUTREACH AND EMERGENCY SHELTER SERVICES

CONTRACTOR: Los Angeles Homeless Services Authority

CONTACT PERSON: MITCHELL NETBURN

CONTRACT PERIOD: 1/1/06-6/30/06

TELEPHONE NUMBER: (213) 683-3333

FISCAL YEAR: 2005 - 06

	Year 1*	Year 2	Year 3	Year 4	TOTAL
Salaries	68,929				68,929
Benefits and Taxes	18,611				18,611
Operating Costs	32,460				32,460
Direct Program Costs	1,380,000				1,380,000
Totals	1,500,000				1,500,000

Grand Total Contract Cost 1,500,000

Footnotes:

* year =contract term (January 1, 2006 through June 30, 2006)

LINE ITEM BUDGET

PROJECT NAME: **OUTREACH AND EMERGENCY SHELTER SERVICES**
 CONTRACTOR: **LAHSA**
 CONTRACT PERIOD: **1/1/06-6/30/06**
 FISCAL YEAR: **2005 - 06**

CONTACT PERSON: **MITCHELL NETBURN**
 TELEPHONE NUMBER: **(213) 683-3333**

ADMINISTRATIVE COSTS:						TOTAL
Salaries & Benefits (See Personnel Schedule)						
Salaries	68,929					68,929
Benefits and Taxes (27%-incl. Workers comp.)	18,611					18,611
Administrative Personnel Sub-total	87,540					87,540
Operating Costs						
Rent	15,010					15,010
Staff/DPSS Parking and Bus Passes	2,050					2,050
Telephone	3,600					3,600
Recruitment Fee	4,000					4,000
Office Supplies	2,600					2,600
Insurance	5,200					5,200
Operating Costs Sub-total	32,460					32,460
TOTAL ADMINISTRATIVE COSTS	120,000					120,000
DIRECT PROGRAM COSTS:						
OUTREACH TEAM:						
	1st District	2nd District	3rd District	4th District	5th District	
Salaries & Benefits						
Salaries	30,000					30,000
Administrative Supervision	3,090					3,090
Benefits and Taxes (27% - incl. Workers Comp.)	8,934					8,934
Outreach Team Personnel Sub-total	42,024					42,024
Operating Costs:						
Equipment Purchase: Computers	-					-
Equipment Purchase: Cellular Telephone	800					800
Staff Uniform Purchase	694					694
Office Supplies	146					146
Monthly Cellular Telephone Service	900					900
7-10 Passenger Vans (Monthly Leasing)	4,490					4,490
Vehicle Maintenance Expense	500					500
Gasoline	1,800					1,800
Van Parking	660					660
Staff /DPSS Parking and Bus Pass	1,680					1,680
Auto insurance	3,456					3,456
Publications & Subscriptions/Recruitment	250					250
Bus Tokens	1,600					1,600
Client Supplies	1,000					1,000
Operating Costs Sub-total	17,976					17,976
TOTAL OUTREACH TEAM:	60,000					60,000
EMERGENCY SHELTER AND SERVICES:		475,200		56,326		531,526
HOTEL/MOTEL VOUCHERS:	263,200		145,200	154,874	171,600	734,874
ACCESS CENTER	8,000					8,000
CONTRACTOR TO BE DETERMINED	45,600	-	-	-	-	45,600
TOTAL DIRECT PROGRAM COSTS	376,800	475,200	145,200	211,200	171,600	1,380,000
TOTAL ADMINISTRATIVE COSTS	120,000					120,000
GRAND TOTAL CONTRACT COSTS	120,000	376,800	475,200	145,200	211,200	1,500,000

OUTREACH PERSONNEL SCHEDULE OUTREACH AND EMERGENCY SHELTER SERVICES

CONTRACTOR: **LAHSA**
CONTRACT PERIOD: **1/1/06-6/30/06**
FISCAL YEAR: **2005 - 06**

CONTACT PERSON:
TELEPHONE NUMBER:

MITCHELL NETBURN
(213) 683-3333

Section I

PERSONNEL SALARIES	POSITION CLASSIFICATION	NUMBER OF POSITIONS	MONTHLY SALARY	% TIME ALLOCATION	TOTAL MONTHLY COST	TOTAL 3-MONTH COST
Vacant	Emergency Response Team	1	\$ 2,500	100%	\$ 2,500	\$ 15,000
Vacant	Emergency Response Team	1	\$ 2,500	100%	\$ 2,500	\$ 15,000
Jeannette Rowe	Program Manager	1	\$ 5,150	10%	\$ 515	\$ 3,090
Total Salaries:					\$ 5,515	\$ 33,090

Section II

EMPLOYEE BENEFITS BY CLASSIFICATION	POSITION CLASSIFICATION	POSITION CLASSIFICATION	POSITION CLASSIFICATION	POSITION CLASSIFICATION (5)	TOTAL
Health Plan (3)					\$0
Dental Plan					\$0
Retirement					\$0
SUI					\$0
Social Security					\$0
Worker's Compensation					\$0
Long-Term Disability					\$0
Holidays					\$0
Sick Leave					\$0
Vacation					\$0
Life Insurance					\$0
Taxes and Benefits					\$0
Fringe Benefit Subtotal					\$0
Total # of Positions by Classification	\$0.00	\$0.00	\$0.00	\$0.00	\$0
Total Fringe Benefits (4):	\$0.00	\$0.00	\$0.00	\$0.00	

Footnotes:

- (1) Annual Year is Fiscal Year
- (2) Contractors must be in compliance with the County's Living Wage Ordinance.
- (3) Indicate if Cafeteria Plan
- (4) Fringe Benefits Subtotal per Classification x number of position
- (5) Change the column heading to the name of the position and provide benefit information for that position

ADMINISTRATIVE PERSONNEL SCHEDULE

PROJECT NAME:

OUTREACH AND EMERGENCY SHELTER SERVICES

CONTRACTOR:

LAHSA

CONTACT PERSON: MITCHELL NETBURN

CONTRACT PERIOD:

1/1/06-6/30/06

TELEPHONE NUMBER: (213) 683-3333

FISCAL YEAR:

2005-06

DIRECT SERVICES

Supervisory District 1	Supervisory District 2	Supervisory District 3	Supervisory District 4	Supervisory District 5
LAHSA Hotel/Motel Vouchers \$ 5,614	Special Services for Groups \$333,272	Ocean Park Community Center \$89,914	Substance Abuse Foundation of Long Beach \$56,326	Lutheran Social Services \$171,600
Midnight Mission \$ 257,586	Peace & Joy Care Center 141,928	St. Joseph's Center \$55,286	City of Long Beach \$154,874	
LAHSA Skid Row Outreach Team \$ 60,000				
Weingart \$8,000				
TOTAL \$ 331,200	\$ 475,200	\$ 145,200	\$211,200	\$171,600
Contractor to be determined \$ 45,600	\$ -	\$0	\$0	\$0
TOTAL \$ 376,800	\$ 475,200	\$ 145,200	\$211,200	\$171,600

Total Direct Services Costs \$ 1,380,000

**OUTREACH AND EMERGENCY SHELTER SERVICES
JANUARY 1, 2006 THROUGH JUNE 30, 2006**

PROVIDER PER DIEM RATE STRUCTURES

Supv District	Providers	Per Diem Amount for Shelter	Per Diem Amount for Case Management	Per Diem Amount for Operating Costs	Total Per Diem Rate
Shelter Only					
1	Midnight Mission	\$ 58.83	\$ -	\$ 4.12	\$ 62.95
Shelter and Case Management					
5	Lutheran Social Services	\$ 46.29	\$ 13.47	\$ 6.85	\$ 66.61
3	Ocean Park Community Center	\$ 56.67	\$ 3.78	\$ 4.55	\$ 65.00
4	City of Long Beach	\$ 60.00	\$ 4.64	\$ 4.94	\$ 69.58
3	St. Joseph Center	\$ 61.14	\$ 8.40	\$ 5.58	\$ 75.12
Shelter and Case Management					
2	Peace and Joy Care Center	\$ 30.00	\$ 23.10	\$ 57.09	\$ 110.19
2	Special Services for Groups	\$ 56.71	\$ 25.01	\$ 57.25	\$ 138.98
4	Substance Abuse Foundation of LB*	\$ 11.60	\$ 14.42	\$ 1.81	\$ 27.83

*Has other sources of funding allowing them to charge a fraction of the normal program costs